

CLASS TITLE: COMMUNITY LIAISON OFFICER

Class Code: 02767500
Pay Grade: 24A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for performing liaison activities between local cities and towns, public and private organizations, businesses, elected officials, community advocacy groups and other organizations, and the Department of Transportation relative to the planning, design and construction of highway and bridge construction/reconstruction projects by the department for their constituencies; and to do related work as required.

SUPERVISION RECEIVED: May supervise assigned staff where appropriate as specifically designated on a project basis.

SUPERVISION EXERCISED: As required, may supervise the work of subordinates assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for performing liaison activities between local cities and towns, public and private organizations, businesses, elected officials, community advocacy groups and organizations, and the Department of Transportation relative to the planning, design and construction of highway and bridge construction/reconstruction projects by the department for their constituencies.

As assigned, to represent the department in the planning, direction, coordination and supervision of specific construction projects relating to the community on a statewide basis.

To act as a liaison between departmental planning, design, construction personnel and the community in order to facilitate the project.

To be responsible for establishing and maintaining a communications network between the groups impacted and the department to ensure community input in the planning, design and construction for each project.

To be responsible for representing the department at meetings of community groups providing information regarding departmental plans.

As assigned, to represent the department in the planning and coordination of specific construction projects relating to community involvement.

To assist in developing community fire, police, rescue and economic resources for lessening the adverse impact on a project basis.

As assigned, to participate in the formulation and evaluation of project design as it relates to a specific area.

To be responsible for the collection of data and preparation of reports.

As assigned, to participate in the development and operation of the departmental community liaison program.

As assigned, to be responsible for preparing and/or developing reports and statistics.

As assigned, to be responsible for coordinating departmental efforts with other departments or agencies of state government, i.e., such as the Department(s) of Administration, Environmental Management, State Police, etc.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the principles and practices of public involvement in the planning, design and construction of public works projects; a working

knowledge of federal and state laws and regulations relating to public involvement in state highway programs; a working knowledge of public liaison programs and the development of community resources; a working knowledge of public relations program development and operation of such programs; a familiarity with public works programs operated by state government; the ability to plan, develop and implement a community oriented liaison communication improvement plan; the ability to read and write and communicate effectively; the ability to develop agenda's, address meetings and to write summary reports thereon; the ability to work effectively with a wide range of professionals, elected officials and other public and private groups in the development of liaison practices which will assist in mitigating negative impacts from projects.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: employment in a responsible capacity engaged in community liaison activities involving the planning, design and construction of public works projects.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: September 22, 1991

Editorial Review: 3/15/2003